

22 MAY 2002



Communications and Information

3A0X1 FUNCTIONAL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 36 CS/SCC (MSgt Brenda Graves)

Certified by: 36 CS/CC (Lt Col Susan T. Pardo)

Pages: 5

Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (scheduled to convert to AFPD 33-3, *Information Management*). Information is a resource critical to readiness; it is a force multiplier. By decisively managing DoD and Air Force information, military force effectiveness is multiplied. Military and civilian leaders, and their staffs, at all levels of command and within every organization, must view information as a strategic resource. Global reach and global power require global information management. The right information, in the right format, must be delivered at the right time—regardless of the environment. This instruction applies to all units serviced for manning purposes by the 36th Communications Squadron. This instruction does not apply to the Air National Guard or AF Reserves.

1. General. The Base 3A0X1/Information Management (IM) Functional Manager (FM) is designated by the 36th Air Base Wing Communications Officer (36th Communications Squadron Commander). Information managers are in every organization across the Air Force and DoD. It is the only career field that has the majority (85%) of its people outside of their functional organization; hence the Base 3A0X1/IM FM is the central control point to assist with assignment allocation, training oversight, and career guidance to all IMs assigned to an installation. The Base 3A0X1/IM FM is a full-time position that requires the integral support of each commander/supervisor, trainer/certifier, and base training expert to ensure effectiveness. *NOTE: The terms 3A0X1 and IM will be interchangeably used throughout this instruction.*

2. Base IM FM. The Base IM FM will:

2.1. Serve as the focal point for all IM-related issues.

2.2. Allocate and ensure a sponsor for all 3A0X1 inbound Permanent Change of Station (PCS) personnel to the 36 ABW and 13 AF (Atch 1). Information managers are allocated based on manpower strength among the 36 ABW Staff, 36 OSS, 36 MDG, 36 LG, 36 SPTG, and 13 AF (excluding 497th Combat Training Squadron and Det 1, 13 AF). Skill level, grade authorization and experience level are also considered. Gaining units will not receive specific allocation from other sources other than

the Base IM FM. If for some reason, they do, the unit should immediately contact the Base IM FM. Allocation priority is made as follows:

- 2.2.1. 1st: Selectively filled positions (see para 2.3.1.)
- 2.2.2. 2nd: One-deep positions (e.g., units authorized one 3A0X1 with none assigned)
- 2.2.3. 3rd: All other positions

2.3. Monitor and facilitate Permanent Change of Assignment (PCA) of IM personnel within/between the wing staff, groups, Numbered Air Force and selectively filled positions.

2.3.1. The selectively filled positions are: Command section positions in 13 AF, 36 ABW, 36 SPTG, and 36 LG; 13 AF/CVM and 36 ABW/IG. The FM will advertise vacancies to all eligible and act as liaison between the member and selection authority. The selection authority is the respective wing, group, or squadron commander. Delegation of this authority is the prerogative of the specific commander. The selection authority will establish selection criteria and apply criteria objectively to all applicants. The selection authority's decision is final.

2.3.2. All 36 ABW and 13 AF IMs at Andersen have a specific tour length; as such, there is no rotation policy mandating the movement of IMs during their tour. However, those approved for a tour extension, in-place consecutive overseas tour, or indefinite DEROS, may be rotated to another position upon completion of their current tour to alleviate job stagnation, enhance training, and provide career broadening. *NOTE: Requires losing and gaining commanders' concurrence.*

2.3.3. Information managers desiring job rotation before their end of tour may pursue alternatives as long as they have at least 12 months remaining on station. In order for a rotation to occur, the member must first contact their group FM for a current update of job vacancies. If there is a vacancy, the member must coordinate through their supervisor and get the commander's concurrence.

2.4. Monitor overall IM manpower strengths ensuring IMs are distributed fairly and equitably among all units. The Base IM FM will provide a monthly manning report of 3A0X1s to group-level IM FMs. The group-level IM FMs will use this report to manage manning at their applicable units. If any group falls 10 percent below the overall base average 3A0X1 manpower strength, and the deficiency will not be rectified through projected inbounds within 90 days, the Base IM FM will make recommendations for re-alignment of 3A0X1s through the affected group-level IM FMs. Considering the needs of the entire base, the Base IM FM will assess current manpower availability and execute PCA actions to equitably distribute resources. *NOTE: Requires losing and gaining commanders' concurrence.*

2.5. Monitor Date Eligible to Return From Overseas (DEROS) requests for IM personnel.

2.6. Monitor all 3A0X1 training issues.

- 2.6.1. Maintain a roster of all IM personnel in upgrade training.
- 2.6.2. Monitor and provide recommendations concerning training waivers.
- 2.6.3. Facilitate orientation training for upgrade trainees in the separate functional areas, (i.e., records management, publishing, document security, and IM functional management). The objective of this orientation is to help trainees get a better understanding of unfamiliar areas of their career field.

- 2.6.4. Work with group-level IM FM as a liaison to provide a qualified trainer/certifier to every IM assigned who does not have a qualified trainer and/or certifier assigned with their unit.
- 2.6.5. Obtain feedback from technical school graduates and provide feedback to PACAF IM FM.
- 2.6.6. Screen all 3A0X1 training materials to include CDCs, and Career Field Education and Training Plan (CFETP). Provide feedback to PACAF IM FM.
- 2.6.7. Ensure all 3A0X1 personnel have a current copy of the CFETP.
- 2.7. Conduct IM Forums to ensure all IM personnel are kept abreast of career field changes, local policies, training opportunities, and advances in technology affecting the career field.
- 2.8. Establish an e-mail network to reach all IM personnel to provide career field updates, current training opportunities, and other related information.
- 2.9. Source 3A0X1 contingency requirements.
 - 2.9.1. In providing a fair and equitable rotation policy, the Base IM FM will maintain a vulnerability list of all 3A0s assigned. This list will be prioritized by (1) completion date of last contingency/tasking filled, (2) date arrived station (DAS), and (3) **STRD (Short-Tour-Return-Date)**. Volunteers will be solicited first, based on skill level required. *NOTE: A volunteer must have their supervisor and commander approval before selection for deployment.* If there are no volunteers, the next two eligible IMs on the vulnerability list will be selected as the primary and alternate. Any waivers must be approved by 36 ABW/CC/CV or 13 AF/CC/CV, as applicable. TDY short-falls are a very rare exception and must be fully justified to the 36 ABW commander and PACAF. Base IM FM is the focal point between Andersen AFB and PACAF for all PACAF 3A0X1 TDY requirements. For members due to PCS, TDY return date must be at least 60 days prior to their scheduled departure date.
 - 2.9.2. All assigned 3A0X1s are eligible to support TDY taskings. No position assigned to the 36 ABW and 13 AF are exempt from selection. *Note: This vulnerability list applies to 13 AF 3A0's only on higher headquarters contingency/taskings.* 13 AF FM will manage all internal TDY taskings and contingency responses. If 13 AF manning cannot fill all taskings, a request will be submitted to the Base IM FM from 13 AF/A-6.
- 2.10. Establish and maintain an IM web page to post information related to the career field, including links to higher headquarters IM web sites.
- 2.11. Assist base agencies in identifying highly motivated/qualified IM personnel to support local exercise requirements and assist the Inspector General (e.g., Battle Staff Contingency Support Staff [CSS], Inspector General work center, and investigation/inquiry support). General requirements are as follows:
 - 2.11.1. Six IM personnel to serve as battle staff administrator (BSA) augmentees. IAW AAFB OPLAN 360-3, BSAs will be provided as follows (allocations based on UMD fair share):
 - 2.11.1.1. 36 LG provides one
 - 2.11.1.2. 36 SPTG provides two
 - 2.11.1.3. 36 MDG provides one
 - 2.11.1.4. 734 AMS provides one (requires 734 AMS/CC concurrence) (See Note)

2.11.1.5. 36 ABW Staff agencies provide one (on a rotating basis as determined by 36 ABW/CV). **NOTE:** BSA augmentee provided by 734 AMS can be a 3A0X1 or non-3A0X1. Total BSA requirement is for 8 or 9 augmentees to operate a rotating shift schedule that minimizes impact on all units in the event of extended contingency requirements. Three non-3A0X1 personnel will be assigned (one each from LG, MDG, and SPTG) as BSAs as determined by 36 ABW/CV based upon recommendation of the senior battle staff coordinator (BSC).

2.11.1.6. BSA qualifications: Minimum grade/experience is E-4/5-lvl. E-3/3-lvl accepted only upon senior BSC approval. Volunteers/nominees should be familiar with MS applications—especially Word and PowerPoint, and must be able to multi-task and work well under pressure.

2.11.2. Five IM personnel for Inspector General work center. Individuals remain on this detail until 30 days prior to DEROS. When possible, detail will be composed of 1 SNCO (7-level mgr), 2 TSgt/SSgts (7-level), and 2 SrAs (5-level). **This detail is normally filled by 36 CS IMs.**

2.11.3. As needed for investigation/inquiry

2.12. Maintain an active, visible, recognition program in support of the annual communications and information professional of the year program (see AFI 36-2845 for details).

3. Group Commanders. Group Commanders will:

3.1. Support the Base IM FM through the designation of a group IM FM to oversee IM issues for respective group. This individual will work closely with the Base IM FM in areas of personnel their allocations, PCA actions, contingency taskings, award nominations, and general IM-related issues.

3.2. Ensure IM personnel are placed in positions authorized by the unit manpower document. If additional personnel are required, contact the base manpower office for possible changes to the manpower standard. Coordinate all change requests with the Base IM FM.

3.3. Support career broadening, training, and wing-leveling actions.

4. Unit Commanders. Unit commanders with IM personnel assigned will:

4.1. Support the group-level IM FM.

4.2. Support career broadening, training, and wing-leveling actions. .

5. Group-Level IM FM. Group-level IM FMs will:

5.1. Up channel all IM issues to the Base IM FM.

5.2. Ensure the proper utilization and training of assigned IMs; align training with duties outlined in the CFETP.

5.3. Ensure that IMs are assigned a trainer/certifier within 30 days of assignment to unit. If a trainer/certifier cannot be assigned within the unit, contact the Base IM FM for assistance.

5.4. Assist and work closely with IM supervisors on all training issues.

5.5. Assist with knowledge/hands-on training with new communications technologies, to include computer applications, workgroup administration, web page design, use, and management. In addition, assist in the facilitation of other 3A0X1 specialty-training standard training as required.

5.6. Provide 5- and 7-level Career Development Course (CDC) volume assessment to trainees prior to End-of-Course (EOC) exams to ensure trainee has a grasp of course material.

BERNARD H. FULLENKAMP, Colonel, USAF
Commander, 36th Air Base Wing